



# UNITED STATES MARINE CORPS

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PSC BOX 20004  
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

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## BASE ORDER P11012.3B

From: Commanding General  
To: Distribution List

Subj: BACHELOR HOUSING MANAGEMENT MANUAL

Ref: (a) MCO P11000.18A (NOTAL)  
(b) NAVSO P3520 (NOTAL)  
(c) NAVCOMPT MAN VOL. VII (NOTAL)

Encl: (1) LOCATOR SHEET

Report Required: Occupancy Report for Bachelor Enlisted Housing (Report Control Symbol MCBCL-11012-01), Chapter 8

1. Purpose. To establish policy and information for the operation of bachelor housing and transient quarters, in compliance with references (a) and (b).

2. Cancellation. BO P11012.3A and BO P7010.17.

### 3. Action

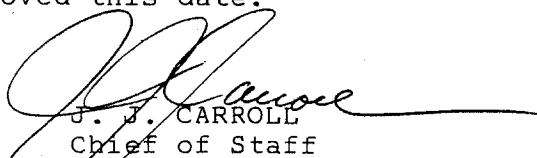
a. All organizational commanders will be familiar with the contents of this Manual and implement the instructions contained herein.

b. The Assistant Chief of Staff, Facilities, MCB, will exercise staff cognizance over bachelor housing, and transient operations, to include basic allowance for quarters (BAQ).

4. Summary of Revision. This revision contains a substantial number of changes and should be completely reviewed.

5. Applicability. This Manual has been coordinated and concurred in by the Commanding Generals, II Marine Expeditionary Force; 2d Marine Division, FMF; 6th Marine Expeditionary Brigade, FMF; 2d Marine Expeditionary Brigade, FMF; 2d Force Service Support Group FMF; and the Commanding Officer, 2d Surveillance, Reconnaissance, and Intelligence Group.

6. Certification. Reviewed and approved this date.

  
J. J. CARROLL  
Chief of Staff

DISTRIBUTION: A less No's 5 through 10 Cat IV



LOCATOR SHEET

Subj: Bachelor Housing Management Manual

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## RECORD OF CHANGES

[illegible]



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# BACHELOR HOUSING MANAGEMENT MANUAL

## REPORTS REQUIRED

	<u>REPORT TITLE</u>	<u>REPORT SYMBOL</u>	<u>PARAGRAPH</u>
I.	Occupancy Report For Bachelor Enlisted Quarters	MCBCL-11012-01	8002



## CHAPTER 1

## GENERAL INFORMATION

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## CHAPTER 1

## GENERAL INFORMATION

## 1000. INTRODUCTION

1. MCO P11000.18A establishes guidelines and policy for the management of, occupancy requirements for, and priorities for assignment to bachelor housing, and authorization to pay basic allowance for quarters.
2. With the completion of room configured bachelor enlisted quarters (BEQ), unit commanders must take a more direct role in the management of assigned BEQs. This management must parallel that of a motel or hotel to ensure maximum utilization of all spaces available on a day-to-day basis. Eventually all enlisted personnel, to include staff noncommissioned officers, will be billeted in room configured facilities. The Bachelor Housing Division will provide staff noncommissioned officer billeting for all units.
3. Commanding General, Marine Corps Base may not delegate responsibility for the following areas of Bachelor Housing management:
  - a. Bachelor Housing operation and management
  - b. BAQ (w/o dependents) approval for E6 and below
  - c. Assignment of facilities to major tenant commands
  - d. Monitoring utilization of facilities
4. All reference to Marine Corps ranks apply to navy personnel of equivalent rank.

1001. POLICY

1. All eligible bachelor personnel assigned to the Camp Lejeune complex will be billeted in adequate government quarters as defined by MCO P11000.18A.
2. Personnel in the grades of staff sergeant and sergeant will, if adequate quarters cannot be made available, be given the option of receiving BAQ in lieu of quarters, subject to commander's decision that there is no military necessity to reside aboard this installation.
3. Personnel in the grades of corporal and below will, by policy, be required to reside aboard the installation, whether quarters are considered adequate or inadequate. Adequate government quarters will be assigned to personnel on a priority basis as they become available.

1002. RESPONSIBILITIES

1. Commanding General, Marine Corps Base
  - a. Exercise command authority over bachelor housing at Camp Lejeune.
  - b. Supervise the centralized management of all bachelor housing assets and the operation of bachelor officer quarters (BOQ), designated bachelor staff noncommissioned officer quarters (BSQ), and transient facilities at Marine Corps Base, Camp Lejeune.
  - c. Process requests for BAQ by personnel in pay grades E6 and below.
2. Commanding Officers. Become thoroughly familiar with and implement the policy and instructions contained in this Manual.



1003. DEFINITIONS

1. Personnel - Individuals of the military services.
2. Basic Allowance for Quarters (BAQ) - Money paid to bachelor personnel in lieu of government-provided quarters.
3. Bachelor Personnel - Unmarried personnel, including divorced or legally separated members, and involuntary geographic bachelors.
4. Geographic Bachelor - Personnel entitled to travel of dependents and transportation of household goods, voluntarily separated from dependents.
5. Involuntary Separated Married Personnel - Married personnel not entitled to the travel of dependents and transportation of household goods.
6. Military Necessity - Occupancy requirement when, in the judgment of the responsible commander, the billeting in government quarters is essential to accomplish training, leadership, contingency operations, mission accomplishment or the maintenance of a disciplined force.
7. Bachelor Officer Quarters (BOQ) - Any facility utilized to billet bachelor officer personnel.
8. Bachelor Enlisted Quarters (BEQ) - Any facility used to billet bachelor enlisted personnel.
9. Minimum Standards of Adequacy (MSA) - The minimum space and design requirements which define accommodations as adequate. Established for determining eligibility for payment of BAQ.
10. Adequate Government Quarters - Any BOQ and BEQ facilities which meet the Department of Defense Minimum Standards of Adequacy.
11. Inadequate - Quarters which do not conform to the Minimum Standards of Adequacy as promulgated by the Department of Defense.
12. Substandard - Quarters considered unsatisfactory due to age, condition, safety factors, livability or economics of maintenance.



# BACHELOR HOUSING MANAGEMENT MANUAL

## CHAPTER 2

### MINIMUM STANDARDS OF ADEQUACY (MSA)

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CHAPTER 2

MINIMUM STANDARDS OF ADEQUACY (MSA)

2000. GENERAL

1. The Minimum Standards of Adequacy (MSA) will be the determining factor in establishing adequacy of BOQ/BEQ facilities.
2. All buildings of temporary construction are considered inadequate.
3. Personnel granted BAQ will live in adequate private quarters. To be adequate, their quarters must meet the following criteria:
  - a. The quarters must meet the MSA space criteria (see par 2001).
  - b. The total cost of nongovernment (private) bachelor housing, including rent and utilities (excluding telephone) should not exceed the members BAQ plus variable housing allowance. In the event off-base quarters are shared, the total cost should be computed on a pro-rata basis.
  - c. Private quarters must include private entrance, bath, toilet and kitchen.



2001. MINIMUM STANDARDS OF ADEQUACY (MSA) (PERMANENT). MSA for involuntary assignment of permanent personnel to bachelor quarters at Camp Lejeune are as follows:

<u>GRADE</u>	<u>FACTORS</u>	<u>MSA</u>
Captain and above	Net Living Area <u>1/</u>	400 square feet
	Accommodations	Living room, bedroom, private bath and toilet, access to kitchen or government dining facility receiving appropriated fund support
	Type of Construction	Permanent or semipermanent
Warrant Officer/ Lieutenant	Net Living Area <u>1/</u>	250 square feet
	Accommodations	Sleeping/living room, private bath and toilet
	Type of Construction	Permanent or semipermanent
Staff Noncommissioned Officer	Net Living Area <u>1/</u>	270 square feet
	Accommodations	Private room, private bath and toilet
	Type of Construction	Permanent or semipermanent
Sergeant	Net Living Area <u>2/</u>	135 square feet
	Accommodations	Two-man room, bath shared with not more than one other
	Type of construction	Permanent or semipermanent
Private/Corporal	Net Living Area <u>2/</u>	90 square feet <u>4/</u>
	Accommodations	Not over four to a room, central bath and toilet
	Type of construction	Permanent or semipermanent
Private Recruits/ Trainees	Net Living Area <u>3/</u>	72 square feet
	Accommodations	Open bay, central bath and toilet
	Type of construction	Permanent or semipermanent



- 1/ Net living area is measured from the inside face of the peripheral wall of the suite and includes all spaces and partitions thereby enclosed.
- 2/ Net living area in this instance is the clear area in the sleeping room allocated for an individual's bed, locker and circulation, but excludes lounges, bathrooms, and general circulation.
- 3/ Net living area is one equal share per person of the squad room. The squad room is all space within the peripheral walls.
- 4/ Quarters shall be declared adequate if they contain at least 85 square feet.



2002. MINIMUM STANDARDS OF ADEQUACY (MSA) (TAD/TRANSIENT). Pending construction of sufficient number of quarters which meet the required standards of adequacy, the following minimum standards of adequacy apply to involuntary assignment to bachelor housing for temporary duty/transient personnel:

<u>GRADE</u>	<u>FACTORS</u>	<u>MSA</u>
Warrant Officer/Colonel, all civilian employees, and E-1/E-9 (only as authorized in <u>1/</u> below)	Net Living Area <u>2/</u>	250 square feet
	Accommodations	Private room, shared bath with not more than one other
	Type of Construction	Permanent or semipermanent
Staff Noncommissioned Officer	Net Living Area <u>2/</u>	250 square feet
	Accommodations	Private room, shared bath with not more than one other
	Type of Construction	Permanent or semipermanent
Sergeant	Net Living Area <u>3/</u>	135 square feet
	Accommodations	No more than two to a room, shared bath with not more than one other
	Type of Construction	Permanent or semipermanent
Private/Corporal	Net Living Area <u>3/</u>	90 square feet <u>5/</u>
	Accommodations	Open bay, central bath and toilet
	Type of Construction	Permanent or semipermanent
Private Recruits/ Trainees	Net Living Area <u>4/</u>	72 square feet
	Accommodations	Open bay, central bath and toilet
	Type of Construction	Permanent or semipermanent



- 1/ Only E-1 through E-9 personnel traveling with civilian personnel as part of a team and who are not in a student or training status or attending training conferences, meetings, seminars, or similar nonoperational functions shall be authorized these accommodations.
- 2/ Net living area is measured from the inside face of the peripheral wall of the suite and includes all spaces and partitions thereby enclosed.
- 3/ Net living area in this instance is the clear area in the sleeping room allocated for an individual's bed, locker and circulation, but excludes lounges, bathrooms and general circulation.
- 4/ Net living area is one equal share per person of the squad room. The squad room is measured to the inside face of the peripheral walls.
- 5/ Quarters shall be declared adequate if they contain at least 85 square feet.



## CHAPTER 3

## BILLETING FUND

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## BILLETING FUND

3000. GENERAL

1. The administration of bachelor quarters is a command function supported with appropriated funds. The Camp Lejeune Billeting Fund is a Category C Nonappropriated Fund Instrumentality (NAFI), authorized by the Commandant of the Marine Corps to be administered in compliance with the requirements of MCO P11000.18A, NAVSO P3520, and NAVCOMPT MAN VOL. VII, under the operational control of the Director, Billeting/Bachelor Housing.
2. The Billeting fund is established as a separate entity to receive and disburse monies collected through approved services in bachelor quarters, and to pay for housekeeping service, administrative support, training for NAFI employees, and other attendant services, as well as minor improvements to the physical plant not provided by appropriated funds.

3001. FACILITIES

1. The facilities served by the Billeting Fund are those facilities designated by the installation as permanent party quarters for bachelor officer/staff noncommissioned officer (SNCO) personnel and transient quarters for military and civilian personnel on official business.
2. Adequate transient facilities at Paradise Point accommodate all ranks of TAD officers and civilians of comparable status. Adequate transient facilities at Hadnot Point accommodate TAD SNCO's and comparable civilians. Junior enlisted transients are billeted in adequate facilities operated by the host command. Special groups such as Boy and Girl Scouts and Junior ROTC Units are billeted in inadequate facilities operated by the Bachelor Housing Division. Military personnel, on PCS orders or incident to PCS orders, and their dependents may be assigned to transient quarters on a temporary space-available basis not to exceed 14 days. Extensions may be approved if there are no conflicting requirements for the transient quarters. Non-duty personnel, active duty and retired, and their dependents may also be assigned on a space-available basis under the provisions of MCO P11000.18A, paragraph 6100.
3. Distinguished Guest Quarters (DGQ) located at Paradise Point, three in the Senior Officers Guest House and six in Bachelor Officers Quarters, accommodate official guests of the command to include general officers, foreign officials, and distinguished civilians. Reservations for these quarters are controlled by the Commanding General's office and coordinated with the Bachelor Housing Office. Two DGQ's for Senior SNCO's are located in the transient SNCO quarters at Hadnot Point.

3002. SERVICES

1. Billeting Services. Clean, comfortable and sanitary quarters, and the best possible billeting services are provided to permanent party and transient personnel assigned to or visiting Camp Lejeune. A 24-hour duty is provided in the billeting office with reservations and assignments handled similar to hotel/motel operations. Computerized reservations can be made 30 days in advance for eligible personnel.
2. Custodial Service. Daily custodial service is provided Monday through Friday, excluding holidays, in all common use areas such as lobbies, lounges, hallways, laundry rooms, recreation rooms and community heads. Housekeeping services are initially provided through nonappropriated funds and reimbursed from appropriated funds.
3. Maid Service
  - a. Daily maid service is provided Monday through Friday, excluding holidays, in all occupied adequate transient spaces, including Distinguished Guest Quarters and TAD/Student/Transient rooms or apartments. Maid service is provided in



transient spaces on weekends and holidays to accommodate heavy billeting loads or special/VIP billeting requirements.

b. Twice-weekly maid service which includes issue/exchange of bed linens once a week, towels twice a week; emptying wastebaskets, general housecleaning (dusting, vacuuming, cleaning bathroom and kitchenette, if applicable), is provided on an optional basis to permanent party personnel.

C. All maid service expense is funded by nonappropriated funds with collections from occupants receiving the service.

4. Linen and Furnishings. Basic linen and furnishings are provided in accordance with Marine Corps Order 10160.8B. The laundering and dry cleaning of government room linen and furnishings is performed at the expense of appropriated funds unless special sizes require service not available from appropriated fund sources. Exceptional laundering and dry cleaning done by commercial sources are supported by the Billeting Fund. Appropriated funds provide the installation, replacement and maintenance of basic room furniture and furnishings while nonappropriated funds provide a supplement for such things as drapes, carpet, pictures, lamps and other furnishings. Nonappropriated funds specifically provide television sets, clock radios, and telephones in transient rooms and apartments.

### 3003. CHARGES

1. Service charges are established by the Commanding General to generate revenue necessary to meet authorized expenses. Service charges consist of either a charge for supplies, a charge for maid service, or a combination of both. The Billeting Fund is established to receive and disburse monies collected through these charges.

2. Service charges for permanent party residents is the minimum amount necessary to pay for supplies and/or maid service performed in their personal living spaces. These residents have the option to take twice-weekly maid service, or no service. If members elect no service and do not maintain their quarters in an acceptable manner, appropriate action will be taken, to include use of mandatory maid service, or termination of occupancy.

3. Service charges for official temporary/transient duty personnel and distinguished visitors are set at an amount not to exceed the per diem lodging allowance received by the transient, but are sufficient to cover the costs of maid service and other supplies/services. Transient personnel on official duty who are not authorized per diem for lodging are billeted at the least possible cost sufficient to pay for the maid service received.

4. Service charges for non-duty military transients and nongovernment personnel include the same cost as outlined in paragraph 3 above plus a rental charge (shelter rent) which is accounted for by the Billeting Fund and paid to the U.S. Treasury as prescribed by MCO P11000.18A.

### 3004. FINANCIAL MANAGEMENT

1. The primary function of the Bachelor Housing Division is providing billeting and related services to permanent and transient personnel, and is funded with Operation and Maintenance, Marine Corps (O&MMC) funds. These funds are accounted for in accordance with MCO P11000.18A and the Base Financial Management Manual, BO P7000.1J.

2. The Billeting Fund is a secondary function; a separate financial entity serving as a depository for money collected from approved fees and service charges, identified under Management Program Code 821 and Fund Number 06 D401. Funds generated by the Billeting Fund are accounted for in accordance with MCO P11000.18A, NAVSO P3520, NAVCOMPT MAN VOL. IV, and SECNAVINSTs 7000.22 and 7000.23.



- Accounting, payroll, and purchasing services for the Billeting Fund are contracted to the Morale, Welfare and Recreation Department with MWR activity code 0133.
3. The Custodian of the Billeting Fund is the direct representative of the Command under cognizance of the Assistant Chief of Staff, Facilities. The Custodian is appointed, in writing, by the Commanding General, and is charged with specific duties and responsibilities outlined in paragraph 300.4 of NAVSO P3520.
  4. Billeting Fund budgets and financial statements are prepared and submitted in accordance with MCO P11000.18A and NAVSO P3520. Billeting Fund money will not be contributed, loaned, or transferred to other nonappropriated or appropriated fund instrumentalities. The Commandant of the Marine Corps is successor in interest to any disestablished billeting fund.
  5. The Billeting Fund is audited by the Marine Corps Nonappropriated Fund Audit Service in accordance with the provisions of the current edition of MCO 7510.2.



## CHAPTER 4

## OCCUPANCY

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## CHAPTER 4

## OCCUPANCY

4000. GENERAL

1. Maximum occupancy of adequate bachelor quarters shall be achieved at all times. An occupancy rate of 95% will be maintained by all organizations actively controlling the daily operation of adequate bachelor quarters for permanent party personnel. Adequate transient or TDY/TAD housing shall maintain an occupancy of 75%.
2. Bachelor students and trainees will reside in bachelor quarters regardless of adequacy in order to effectively meet their training requirements.
3. When necessary for maintaining maximum utilization of housing, involuntary assignments may be made for military personnel in the grade of staff sergeant and below. Involuntary assignments to adequate, inadequate and substandard housing may be made to all personnel for any reason involving military necessity.
4. Occupancy of bachelor quarters under a unit integrity concept may be continued where appropriate and necessary. Application of the unit integrity concept shall be accomplished in a practical manner which permits maximum utilization of available resources and implementation of MCO P11000.18A. Crowding is not authorized to maintain unit integrity.

4001. PERSONNEL AUTHORIZED TO OCCUPY BACHELOR HOUSING

1. The following categories of personnel are authorized to occupy bachelor housing (not shown in priority of sequence):
  - a. Permanently assigned single personnel.
  - b. Permanently assigned separated married personnel.
  - c. Military personnel in a duty transient status.
  - d. Civilian personnel in an official duty TAD/transient status; in cases of military necessity; or, when bachelor housing is provided as a condition of employment.
  - e. Contractor personnel as stated in contract agreements or individual orders.
  - f. Foreign personnel engaged in or sponsored by military assistance agreements or similar programs.
  - g. Retired military members of the armed forces (not more than 30 days on a space-available basis).
  - h. Employees of the American Red Cross, Navy Relief and other service organizations, as provided in other directives or individual orders.
  - i. Permanent Change of Station (PCS) military members and their dependents, and civilian employees with dependents arriving/departing their duty stations and receiving a temporary lodging allowance.
  - j. PCS military members serving an accompanied tour of duty and their dependents, and PCS civilian employees and their dependents in conjunction with their arrival to or departure from their permanent duty station outside the Continental United States (CONUS)/Hawaii on a temporary, space-available basis.
  - k. PCS military members and their dependents and PCS civilian employees while awaiting permanent housing at installations where no temporary lodging facilities are available.



1. Families, relatives, and guests of hospitalized military members at installations where no temporary lodging facilities are available.

m. Command or government sponsored youth groups, nonprofit organizations, military/civilian personnel competing in sporting events. These personnel may be billeted in unoccupied quarters on a space-available basis with the permission of the Commanding General, Marine Corps Base.

n. Midshipmen and cadets of the service academies, officer candidates, reserve office candidates of all services during periods of training.

4002. Joint Occupancy. Permanent party and transient housing may be occupied jointly by male and female personnel under the following conditions:

a. BOQ - Male and female officers or civilians of comparable grade may be assigned accommodations in the same facility, provided individual accommodations are privately assigned. Accommodations which are shared (two bedrooms with shared bath and toilet and/or kitchenette) will be assigned only to personnel of the same sex.

b. BEQ - Male and female enlisted personnel or civilians of comparable grade may be assigned accommodations in the same facility under the following restrictions:

(1) For buildings of "motel-type" design (separate rooms with private bath, toilet and outside entrances), provided that all occupants of a given room are of the same sex.

(2) For buildings with interior corridors, separate rooms, private bath and toilet, provided that a wing or floor with separate outside entrance for one sex can be isolated from the rest of the structure.

(3) For buildings with internal corridors, separate rooms, central bath and toilet facilities, and for open bays, central bath and toilet facilities, provided a wing or floor with bath and toilet facilities and a separate outside entrance for one sex can be isolated from the rest of the structure.

4003. OCCUPANCY REQUIREMENTS. Bachelor housing by grade occupancy requirements are as follows:

<u>Grade</u>	<u>Occupancy Requirements 1/ &amp; 2/</u>
Gunnery Sergeant/General	Voluntary occupancy of on-base government quarters, whether adequate or inadequate.
Sergeant/Staff Sergeant	Option of living off-base if only inadequate government quarters can be provided.
Private/Corporal	Mandatory occupancy of government quarters, whether adequate or inadequate.
1/ Military necessity is the overriding consideration in determining occupancy requirements.	
2/ Personnel authorized to live off-base will be allowed BAQ at the "without dependents" rate.	

4004. ASSIGNMENT

1. Bachelor officers and bachelor staff noncommissioned officers will be assigned quarters by the Director, Bachelor Housing. A control date for quarters assignment will be given as of the date of application.

2. All bachelor enlisted personnel assigned to units occupying BEQ's will be assigned to quarters by their commanding officers.



3. Bachelor personnel in the grade of gunnery sergeant and above may elect to live off-base and receive BAQ rather than occupy adequate government quarters, provided there is no military necessity to live aboard the installation.

4005. PRIORITY OF ASSIGNMENT. Priority of assignment of bachelor housing to military personnel and authorized civilian personnel shall be as follows:

1. Personnel required to reside on base due to military necessity.
2. Permanent party unmarried personnel, PCS students, and involuntarily separated married personnel not entitled to the travel of dependents and transportation of household goods. Legally separated or divorced personnel who have legal documentation of marital status.
3. TAD personnel/official duty transient personnel.
4. Separated married personnel entitled to the travel of dependents and transportation of household goods.
5. Nonduty transients.

4006. TERMINATION OF ASSIGNED GOVERNMENT QUARTERS. Assignment to government quarters may be terminated for the following reasons:

1. When quarters are needed for a higher priority bachelor.
2. Nonpayment of service charges.
3. Failure to maintain proper housekeeping.



## CHAPTER 5

## BASIC ALLOWANCE FOR QUARTERS

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## CHAPTER 5

## BASIC ALLOWANCE FOR QUARTERS

5000. GENERAL

1. MCO P11000.18A authorized the Commanding General, Marine Corps Base, as the activity commander, to grant payment of BAQ (without dependents) in lieu of government quarters and provides general guidelines.
2. All personnel in the grades gunnery sergeant and above may elect to receive BAQ (without dependents) vice occupying government quarters, whether adequate or inadequate.
3. All personnel in the grades of staff sergeant and below, who choose to live in private housing when adequate quarters have been assigned, will not be authorized payment of BAQ (without dependents).
4. All personnel in the grades staff sergeant and below, housed by the shore activity, will apply for BAQ (without dependents) through the Commanding General, Marine Corps Base (Attn: Director, Bachelor Housing), Bldg 2617.
5. When BAQ is approved and government quarters have not been occupied, the effective date for payment will be the date reported for duty. When government quarters have been occupied, the effective date for payment will be the date of the request or date government quarters were vacated, whichever is later. Personnel need not obtain off-base quarters in order to apply for BAQ (without dependents). In order to preclude financial hardship, personnel may apply for BAQ while remaining in government quarters. In such cases, tentative approval may be granted with payment authorized as of the date government quarters are vacated. Commanding officers will provide the Director, Bachelor Housing, Bldg 2617, with written certification of required information when requesting personnel vacate quarters.
6. In the case of a pregnant Woman Marine, BAQ (without dependents) will be approved when the member is in the sixth month of pregnancy. Verification of delivery date must be provided by attending physician.
7. Requests for payment of BAQ may only be disapproved and returned by the Commanding General, Marine Corps Base; the Commanding General, II MEF; the Commanding General, 6th MEB; the Commanding General, 2d Marine Division, FMF; the Commanding General, 2d Force Service Support Group, FMF; and the Commanding Officer, 2d Surveillance, Reconnaissance, and Intelligence Group.

5001. REQUESTING PROCEDURES FOR PAYMENT OF BAQ

1. Requests for payment of BAQ by personnel in the grade of E-6 or below will be made by AA Form to the Commanding General, Marine Corps Base (Attn: Assistant Chief of Staff, Facilities), via the normal chain of command. The AA Form will contain the following information:
  - a. Certification by commanding officer that:
    - (1) There is no military necessity for the bachelor to reside aboard the installation.
    - (2) Adequate government quarters cannot be assigned (in the cases of E-5 and below).
  - b. If requesting personnel have vacated government quarters, the commanding officer must, in addition to paragraph 5001.1a, certify that:



(1) The quarters obtained off base meet the standards of adequacy set forth in paragraph 2001 of this Manual.

(2) The cost of quarters does/does not exceed the amount authorized for BAQ without dependents plus allowance for VHA.

(3) The date the bachelor vacated government quarters or the date reported aboard if government quarters were not occupied.

(4) The address of the off base quarters.

c. Certification by the Base Housing Referral Office (Bldg TT43) that the bachelor contacted that office prior to or after obtaining off base quarters.

2. When the return approval endorsement gives the date from which BAQ will be effective, the return endorsement will serve as documentation for entry into the MMS/JUMPS System.

3. Personnel may remain in government quarters while requesting BAQ (without dependents). Tentative approval may be given, authorizing payment effective the date government quarters are vacated. Prior to entry into the MMS/JUMPS System, the commanding officer will ensure that all information required in paragraph 5001.b,c of this order is provided by letter to the Bachelor Housing Office (Bldg 2617).

4. When a request is disapproved the bachelor will be notified by return endorsement giving specific reasons for disapproval.

#### 5002. TERMINATION OF BAQ PAYMENT

1. BAQ payment will be terminated under the following conditions:

a. The member is transferred to a new MCC.

b. The member moves into BEQ/BOQ facilities. In the case of an officer or SNCO, MCBCL Form 11012/6, Bachelor Housing Voucher (see Figure 5-1) will be initiated by the Director, Bachelor Housing Division.

c. The member leaves (TAD or deployment) the geographical area of Camp Lejeune. BAQ will continue to be received for the first 90 days. On the 91st day, BAQ payments will be terminated unless the member's commanding officer certifies that the member was required to provide quarters at his/her own expense at the field duty site.

d. The member is involuntarily assigned to government quarters and continues to occupy private housing.

e. When the member's commanding officer invokes military necessity and requires the member to live aboard the base.

2. In the case of two service members who are married and both are drawing BAQ (without dependents) and the BAQ of the member TAD, deployed or ordered overseas (PCS/unaccompanied) is terminated, the remaining member will continue to draw BAQ even if a corporal or below. Application for BAQ (without dependents) must be as outlined in paragraph 5001.3. The effective date will coincide with the date previous BAQ was terminated.



3. Personnel entitled to BAQ will normally be permitted to continue to be authorized to reside off-base until transfer or expiration of active service terminates the BAQ entitlement. When BAQ is terminated because of a change in marital status (widowed, divorced, legally separated), it will require application for BAQ (without dependents) as outlined in paragraph 5003.1. The effective date will coincide with the date previous BAQ was terminated.

5003. REINSTATEMENT OF BAQ

1. BAQ terminated as a result of TAD or deployment may be reinstated upon the request of the member. Request for Reinstatement of BAQ (without dependents) should be made by AA Form, via the normal chain of command, to the Commanding General, Marine Corps Base. The form will contain the following information:

a. All information required by paragraph 5001.

b. Certification by the commanding officer of:

(1) The date BAQ was terminated.

(2) The date that personnel requesting reinstatement of BAQ returned to Camp Lejeune.

c. If requesting personnel retained off-base quarters during TAD/deployment, the commanding officer must certify that these quarters are the same as those certified adequate in the original BAQ request.

2. Personnel who have drawn BAQ (without dependents) prior to their deployment will have an effective reinstatement date of the date returned from deployment. Deployed personnel who did not draw BAQ (without dependents) prior to deployment will have an effective date of the date government quarters were vacated or the date of the request, whichever is later.



BACHELOR HOUSING VOUCHER  
MCBCL 11012/6

## PRIVACY ACT STATEMENT

The Privacy Act Statement for information on this form is contained on NAVMC Form 11000, Privacy Act Statement for Marine Corps Personnel and Pay Records.

Bachelor Housing Officer's Information and Signature

NAME OF MEMBER (Last, First, Middle Initial)	RANK	SOCIAL SECURITY NO.
ORGANIZATION		
REASON FOR ACTION - <input type="checkbox"/> ASSIGNMENT OF QUARTERS		EFFECTIVE DATE OF THIS ACTION
REMARKS:		
SIGNATURE OF HOUSING OFFICER	TITLE	DATE

Commanding Officer's Information and Endorsement

QUARTERS ASSIGNMENT	EFFECTIVE START DATE	UNIT DIARY NO.
BAQ INFORMATION (without dependents)	EFFECTIVE STOP DATE	UNIT DIARY NO.
REMARKS:		
SIGNATURE OF COMMANDING OFFICER	TITLE	DATE

Distribution by Bachelor Housing Officer: (Authenticate all of Commanding Officer's copies).  
 Copy 1 (original) - To Member's C.O. for endorsement and filing in Member's SRB/OQR  
 Copy 2 - To Member's C.O. for endorsement and return to Bachelor Housing Office  
 Copy 3 - For Bachelor Housing Office file



## CHAPTER 6

## STORAGE

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## FIGURE

6-1	SAMPLE FORMAT OF A REQUEST FOR STORAGE OF EXCESS PERSONAL PROPERTY .....	6-5
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CHAPTER 6

STORAGE

6000. GENERAL. Those personnel who will not be physically present as a result of TAD or deployment in excess of 60 days, will vacate their assigned quarters. Personnel should check with the Traffic Management Officer for status regarding storage of their personal effects.

6001. STORAGE OF PERSONAL EFFECTS. The Assistant Chief of Staff, Logistics, Marine Corps Base (Traffic Management Officer) will provide storage facilities for member's excess personal effects while occupying government quarters. Figure 6-1 is a sample format of the request to be utilized.

6002. STORAGE OF PRIVATELY-OWNED VEHICLES (POV). The office of the Provost Marshal, Marine Corps Base, provides facilities for the storage of the POVs of deployed personnel. Procedures are outlined in Base Order 4450.4.



BACHELOR HOUSING MANAGEMENT MANUAL

UNIT LETTERHEAD

Camp Lejeune, North Carolina 28542-5000

File Number  
Unit Initials  
Date

From: Commanding Officer  
To: Traffic Management Officer

Subj: STORAGE OF EXCESS PERSONAL PROPERTY; CASE OF \_\_\_\_\_  
(Name/Rank/SSN)

1. Subject named Marine has been assigned to government quarters in Building \_\_\_\_\_, Room \_\_\_\_\_.
2. Due to the inadequate storage space available in the assigned government quarters, it is requested that the subject named Marine's excess personal property be placed in nontemporary storage at government expense.
3. For further coordination, subject named Marine may be contacted at base telephone extension \_\_\_\_\_.

COMMANDING OFFICER'S SIGNATURE



# BACHELOR HOUSING MANAGEMENT MANUAL

## CHAPTER 7

### BACHELOR HOUSING ADMINISTRATION

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## CHAPTER 7

## BACHELOR HOUSING ADMINISTRATION

7000. GENERAL

1. The Director of Bachelor Housing will supervise the daily operation of BOQ/BEQ (SNCO), to include room assignments, maintenance and cleaning.
2. Both sexes will be billeted in the same building following the guidelines contained in paragraph 3002 of this Manual.
3. Guests are permitted provided that the privacy and reasonable sleeping arrangements of other residents are fully respected. Overnight guests will be properly registered. Residents are responsible for their guests.

7001. CHARGES

1. Rental Charges. Personnel authorized to reside in Bachelor Housing shall reimburse the activity for rental charges except for the following categories:
  - a. Active duty members not drawing BAQ.
  - b. Active duty members not accompanied by dependents and receiving BAQ.
  - c. Active duty members in a travel status.
  - d. Active duty members of other military services of allied countries when attached to or in a transient status at this activity.
  - e. Civilian employees in a duty transient status.
2. Other Charges
  - a. Service charges will be assessed for supplies provided to geographical bachelors assigned on a space available basis.
  - b. Service charges will be assessed for optional maid service and other costs incident to the operation of bachelor housing. Foreign military officers will be charged the minimum amount necessary to pay for maid service and other supplies/services within the confines of their personal living spaces.
  - c. Charges may be made for damaged or missing items of government property whenever willful neglect or excessive carelessness are contributing factors.
  - d. Key charges for replacing lost keys and changing locks will be assessed when each key is replaced or lock changed.
3. Payment
  - a. Permanent Personnel: All charges due must be paid prior to the 10th day of each month for services provided in that month. Charges for less than a full month must be paid at time of assignment.
  - b. Transient Personnel: All charges must be paid upon checking out or the last day of the month if length of stay extends to another month. Travel orders will be endorsed indicating the number of consecutive days and inclusive dates of residence in transient quarters and the service charges paid.



c. Place of Payment:

Bldg 2617, Paradise Point, 24-hour duty  
(Paradise Point and Courthouse Bay occupants)

Bldg HP53, Hadnot Point  
(SNCO occupants)

Bldg TC-1067, Camp Geiger,  
(Camp Geiger occupants)

Bldg M-231, Camp Johnson,  
(Camp Johnson occupants)

4. Changes. All rates and types of services are subject to change. For the most current revision, contact the Bachelor Housing Office.



7002. HANDBOOK FOR BOQ RESIDENTS

1. Purpose. This handbook provides information to benefit the individual officer. It lists the services available and practices that are not permitted.

2. Basic Policy. It is intended that the best possible billeting and related services be provided to BOQ residents, subject to the normal budgetary restrictions. The privacy of residents and security of personal property will be of highest priority to BOQ employees. Residents will demonstrate appropriate dress and decorum when using any public area (lounge, hallway, bathroom, lobby, etc.) of BOQ's.

a. Priority. Whenever BOQ space or funding is insufficient to meet all billeting demands, priority for assignments and related services will be given to bona fide bachelors and legally separated or divorced personnel, rather than the officer who draws BAQ, or a person who is eligible for family housing.

b. Deployment. All deploying residents will keep the BOQ Office advised of their departure and expected return dates. Requests for retention of quarters should be submitted by AA Form to the Director, Bachelor Housing for consideration.

3. Office Locations. Bachelor Housing offices are located at Camp Geiger, Bldg TC-1067; Camp Johnson, Montford Point, Bldg M-231; Courthouse Bay, Bldg BB250; Hadnot Point, Bldg HP-53; and Paradise Point, Bldg 2617. Normal working hours prevail at all offices except at the Paradise Point office and Hadnot Point office, where a night manager is on duty. Contact the Paradise Point office for information on eligibility, waiting lists, BAQ, etc.

4. Services Available to Residents

a. Room Cleaning. The use of contractor or nonappropriated fund cleaning personnel in occupied rooms can be authorized only where the occupant reimburses the activity for cleaning services received.

(1) Permanently assigned personnel (PCS) are offered a choice of room cleaning services. Contact the Director, Bachelor Housing for latest rates. At the time of vacating, the PCS occupant is expected to surrender a clean room, ready for the next occupant.

(2) TAD personnel (including TAD students) will pay a TAD rate which is reimbursable to them when they return to their parent organization.

b. BOQ Public Areas Cleaning. Cleaning of public areas (hallways, lounges, bathrooms, etc.) is provided only during regular working hours by government employees (either military, nonappropriated fund, or contractor personnel). Residents are encouraged to upgrade the appearance and improve sanitary conditions in public areas after regular working hours, and on weekends, through appropriate and timely self-police action.

c. Maintenance/Repair. Emergency, routine and scheduled repair services are provided by the Base Maintenance Division, as needed. Residents should promptly report any item in need of repair to the nearest BOQ office, or directly to the Area Maintenance Work Center in the event of an emergency. In cases where repairs to government property are necessary due to extreme carelessness or neglect on the part of the occupant, appropriate damage or replacement charges will be levied. Disciplinary action may be taken, in appropriate cases, by the individual's parent organization under Article 15, Uniform Code of Military Justice, for culpable damage to property.

d. Lost Keys. Replacement keys are available during working hours, however, a lost key charge may be levied. Payment of lost key and/or other damage charges is made at the Bachelor Housing Office, Bldg 2617.

e. Telephones are available to permanent residents in some BOQ areas from the local civilian telephone company.



f. Washing/drying machines are located in most BOQ buildings for exclusive use of the residents.

g. Personal message service to BOQ residents during working hours is limited to items of official business and bona fide emergencies. Night managers are available only in the Paradise Point area to deliver emergency messages after regular hours. In other areas, after-hour emergency messages may be transmitted through respective unit duty personnel. Residents are advised to notify their units of their location.

h. Storage space in BOQ's is limited to items of foot locker size. Contact nearest BOQ office for additional information.

i. Parking space is normally provided on hard surfaced areas adjacent to BOQ buildings. Where parking space is limited, priority is given to passenger vehicles over such items as utility or boat trailers, mobile homes, campers, etc. Major automotive repairs (engine change, repainting, oil changes, etc.) will not be made in parking areas. Repairs will be made only in specially designated areas, such as Hobby Shops and places that have adequate facilities to handle or dispose of used crankcase oil.

j. Bicycles will not be parked or chained in hallways, near exit doors or stairwells so as to impede emergency foot traffic in any manner. Rapid means of egress during emergency evacuation of buildings remains the top priority.

k. Hobby shops are administered by Base Special Services and cover a wide variety of crafts. Residents are urged to use Hobby Shop facilities rather than perform such things as spray painting, extensive carpentry work, etc., in their quarters. Contact Special Services for further information.

5. Responsibilities of Residents. Resident's responsibilities can be compared to those of a prudent apartment dweller in the civilian community. They include:

a. Occupancy of only assigned quarters as indicated in writing at appropriate BOQ office.

b. Receipting for, custody and maintenance of government property in a reasonable manner by permanent and student personnel, and reporting items in need of repair. In shared rooms, the senior man is responsible for items of common use. Transient residents are not normally required to sign for the property in their room.

c. Advising BOQ office of any changes affecting occupancy (phone number, organization, rank, transfers, deployments, marital status, etc.).

d. Notifying the BOQ office at least one full work day in advance of checking out, in order to schedule a checkout inspection.

e. Conserving Utilities. In accordance with existing Base regulations, rooms will be heated at designated setting or below without opening windows, not using any air conditioning unless outside temperature exceeds present thermostat setting, shutting off air conditioning when quarters are not occupied, keeping radiators free of clutter to improve air circulation and heating efficiency, defrosting refrigerators to keep frost accumulation less than one-fourth inch for better cooling efficiency (CAUTION: Do not use sharp instruments to assist or speed up the defrosting process). Other utility savings should be obvious to the prudent resident.

f. Controlling Insects. Strict housekeeping practices by all residents are considered the best means of controlling or eliminating roaches and other insects. Discarded food, spilled soft drink, or other liquid residue encourages insect infestation. Self help provides Combat Discs which will be placed in quarters periodically. Contact the nearest BOQ office for additional information.



g. Eliminating Fire Hazards. BO 11320.1G applies. The high occupancy rate requires that all BOQ residents be cautious about:

(1) Not overloading electrical wiring systems with electrical appliances or cooking devices, such as hot plates, coffee makers, electric skillets, etc., which will be used only in community kitchens or room kitchenettes.

(2) Not smoking in bed.

(3) Reporting all fires to the Base Fire Division even if they have already been extinguished.

(4) Not keeping combustibles or ammunition in BOQ rooms.

(5) Not leaving a barbecue grill unattended after use. Care must be taken to ensure the smoldering coals have been thoroughly extinguished.

(6) Not changing fuses for ones of greater capacity. A blown fuse is a sign of trouble--not an excuse to take chances with higher capacity fuses.

h. Restrictions

(1) BO 11320.1G prohibits the presence of the following types of items in BOQ living spaces: Privately-owned room air conditioners, space heaters, and related electric appliances. When found on inspections of quarters, clearly dangerous items of this kind will be removed and the occupant notified.

(2) No pets will be kept in BOQs.

(3) No illegal drugs are to be present in BOQ living spaces.

(4) No furniture belonging to the BOQ will be removed from assigned quarters. Additional personal furniture may be added, as desired, by the occupant.

6. Room Entry and Inspections

a. Routine fire safety inspections and insect spray treatment, plus emergency repairs, are made by authorized members of the Base Fire and Maintenance Divisions, accompanied by Bachelor Housing personnel. Routine housekeeping inspections, furniture inventories, plus emergency room entries to safeguard government property, are made by authorized personnel, who will ensure that rooms are properly secured upon completion of the specified work.

b. Any resident who wishes to have an assigned room unlocked by Bachelor Housing personnel, for the purpose of permitting a friend or business agent to enter that room, will be required to provide a written statement to the appropriate Bachelor Housing office before such entry will be permitted. (For example: A deployed officer may wish that a friend pick up an item of personal property, or representative of local telephone or furniture company to install or remove some privately-owned property.) This restriction is designed for the maximum protection of residents' personal property.

7. Guests. Guests are permitted in officer quarters with the occupants becoming responsible for their actions. Occupants are reminded that the use of bachelor housing to billet dependents, relatives, and civilian guests is prohibited by MCO P11000.18A. Personnel billeting dependents, relatives and civilian guests in their quarters will be subject to disciplinary action under the UCMJ.

8. Prowlers. Normal precautions (locking car and room doors) should be observed.



9. Self-Help. Residents are encouraged to take responsible action to improve the living conditions in their assigned space. The occupant is responsible to see that walls, paint, and window frames are not damaged by improper use of picture hangers or adhesives. Use of bulldog-type picture hangers is recommended. Personal room decorations are to be limited to room interiors, except for appropriate door decorations during recognized holiday seasons. Painting of rooms in bright, glossy colors, or extreme color combinations is prohibited, since the occupant will be required to restore any such room to the standard colors approved by Base Maintenance. For further information, and to save unnecessary expense, contact the Paradise Point Bachelor Housing office before starting any extensive self-help projects.

10. Summation. Occupants should contact the Paradise Point Bachelor Housing office for any additional information concerning their residency in government quarters. Management personnel are assigned to be of assistance with all reasonable requests.



7003. HANDBOOK FOR BEQ (SNCO) RESIDENTS

1. Purpose. This handbook provides information to benefit the individual staff noncommissioned officer who is billeted in quarters operated by the Director, Bachelor Housing. It lists many of the services available and also some practices that cannot be permitted for obvious reasons.

2. Basic Policy. It is intended that the best possible billeting and related services be provided to SNCO residents, subject to the normal budgetary restrictions. The privacy of residents and security of personal property will be of highest priority to Bachelor Housing employees. Residents will demonstrate appropriate dress and decorum when using any public area (lounge, hallway, bathroom, lobby, etc.) of SNCO quarters.

a. Priority. Whenever space or funding is insufficient to meet all billeting demands, priority for assignments and related services will be given to bona fide bachelors and legally separated or divorced personnel.

b. Deployment. All deployed and TAD residents will keep the Director, Bachelor Housing advised of their departure and expected return dates. For information concerning storage of personal property and any necessary special protective treatment during storage periods, personnel should contact the Base Traffic Management Office, Building 1011.

3. Office Locations. The SNCO Billeting Office is located at Hadnot Point, Bldg HP-53. Other Bachelor Housing offices are located at Paradise Point, Bldg 2617; Camp Geiger, Bldg TC-1067; and Camp Johnson, Montford Point, Bldg M-231. Normal working hours prevail at all offices. Night duty is maintained at the Hadnot Point and Paradise Point offices.

4. Services Available to Residents

a. SNCO Quarters Public Areas Cleaning. Cleaning of public areas (hallways, lounges, bathrooms, etc.) is provided only during regular working hours by government employees (either military, nonappropriated fund, or contractor personnel). Residents are encouraged to upgrade the appearance and improve sanitary conditions in public areas after regular working hours, and on weekends, through appropriate and timely self-police action.

b. Maintenance Repair. Emergency, routine and scheduled repair services are provided by the Base Maintenance Division, as needed, and budgetary restrictions will permit. Residents should promptly report any item in need of repair to the nearest Bachelor Housing office, or directly to Area Maintenance Work Center in the event of an emergency. In cases where repairs to government property are necessary due to extreme carelessness or neglect on the part of the occupant, appropriate damage or replacement charges will be levied. Other necessary disciplinary action may be taken by the individual's parent organization under Article 15, Uniform Code of Military Justice.

c. Lost Keys. Replacement keys are available during working hours, however, a lost key charge may be levied. Payment of lost key and/or other damage charges can be made at the nearest billeting office.

d. Telephones are available to residents in some SNCO areas from the local civilian telephone company.

e. Washing/drying machines are located in most SNCO quarters for the exclusive use of the residents.

f. Personal message service to SNCO residents during working hours is limited to bona fide emergencies only. After-hour emergency messages must be transmitted through respective unit duty personnel. Residents are cautioned to keep their units advised of their quarters location.



g. Storage space in SNCO quarters is limited to items of foot locker size. Contact nearest office for additional information.

h. Parking space is normally provided on hard surfaced areas adjacent to buildings. Where parking space is limited, priority is given to passenger vehicles over such items as utility or boat trailers, mobile homes, campers, etc. Major automotive repairs (engine change, repainting, oil changes, etc.) will not be made in parking areas. They will be made only in specially designated areas, such as Hobby Shops and places that have adequate facilities to handle or dispose of used crankcase oil.

i. Motor vehicles will not be kept in rooms. Bicycles or motorcycles will not be parked or chained in hallways, near exit doors or stairways so as to impede emergency foot traffic in any manner. Rapid means of egress during emergency evacuation of buildings remains the top priority.

j. Hobby shops are administered by Base Special Services and cover a wide variety of crafts. Residents are urged to use Hobby Shop facilities rather than attempt such things as spray painting, extensive carpentry work, etc., within their rooms. Contact Special Services for further information.

5. Responsibilities of Residents. Briefly, they can be compared to those of a responsible and prudent apartment resident in the civilian community. They include:

a. Occupancy only of assigned space as indicated in writing at the appropriate billeting office.

b. Receipting for, custody and maintenance of government property in a reasonable manner by permanent and student personnel, and reporting items in need of repair. In shared rooms, the senior person is responsible for items of common use. Transient residents are not normally required to sign for the property in their room.

c. Advising the billeting office of any changes affecting occupancy (phone number, organization, rank, transfers, deployment, marital status, etc.).

d. Notifying the billeting office at least one full work day in advance of checking out.

e. Conserving Utilities. In accordance with existing Base regulations, rooms will be heated at designated setting or below without opening windows, not using any air conditioning unless outside temperature exceeds designated setting, shutting off air conditioning when quarters are not occupied, keeping radiators free of clutter to improve air circulation and heating efficiency, defrosting refrigerators to keep frost accumulation less than one-fourth inch for better cooling efficiency (CAUTION: Do not use sharp instruments to assist or speed up the defrosting process). Other utility savings should be obvious to the prudent resident.

f. Controlling Insects. Strict housekeeping practices by all residents are considered the best means of controlling or eliminating roaches and other insects. Discarded food, drops of soft drink, or other liquid residue encourages insect infestation. Self help provides Combat Discs which will be placed in quarters periodically. Contact the nearest BEQ office for additional information.

g. Eliminating Fire Hazards. BO 11320.1G applies. The high occupancy rates require that all SNCO residents be cautious about:

(1) Not overloading electrical wiring systems with appliances or any cooking devices, such as hot plates, coffee makers, electric skillets, etc., which are prohibited. See paragraph h. following.

(2) Not smoking in bed.



(3) Reporting all fires to the Base Fire Division even if they have already been extinguished.

(4) Not keeping any combustibles or ammunition in SNCO rooms.

(5) Not leaving a barbecue grill unattended after using it. Make sure the smoldering coals have been thoroughly extinguished.

(6) Not changing fuses for ones of greater capacity. A blown fuse is a sign of trouble--not an excuse to take chances with higher capacity fuses.

#### h. Restrictions

(1) BO 11320.1G prohibits the presence of the following types of items in SNCO living spaces: Privately-owned room air conditioners, electric hot plates, frying pans, toasters, roasters, broilers, rotisseries, space heaters and related electric appliances. When found on inspections of SNCO rooms, clearly dangerous items of this kind will be removed and the occupant notified.

(2) No illegal drugs are to be present in SNCO living spaces.

(3) No pets will be kept in BEQs.

(4) No furniture belonging to the SNCO quarters will be removed from assigned quarters. Additional personal furniture may be added, as desired, by the occupant.

i. Individual Linen Supply. Permanently assigned occupants of SNCO quarters will procure individual blankets and bed linens from unit supply sources, or provide their own.

#### 6. Room Entry and Inspections

a. Routine fire safety inspections and insect spray treatment, plus emergency repairs, are made by authorized members of Base Fire and Maintenance Divisions, accompanied by Bachelor Housing personnel. Routine housekeeping inspections, furniture inventories, plus emergency room entries to safeguard government property are made by authorized personnel, who will ensure that rooms are properly secured upon completion of the specified work.

b. Housekeeping inspections of SNCO quarters by organizational personnel of not less than Battalion Sergeant Major rank will be conducted at least once quarterly. Unannounced inspections are to be conducted during regular working hours with a minimum of inconvenience to the occupant.

c. Any resident who wishes to have an assigned room unlocked by Bachelor Housing personnel, for the purpose of permitting a friend or business agent to enter the room, will be required to provide a written statement to the appropriate office before such entry will be permitted. (For example: A deployed staff noncommissioned officer may wish that a friend pick up an item of personal property, or representative of local telephone or furniture company to install or remove some privately-owned property). This restriction is designed for the maximum protection of residents' personal property.

7. Guests. Guests are permitted in SNCO quarters with the occupants becoming responsible for their actions. Occupants are reminded that the use of bachelor housing to billet dependents, relatives and civilian guests is prohibited by MCO P11000.18A. Personnel billeting dependents, relatives and civilian guests in their quarters will be subject to disciplinary action under the UCMJ.

8. Prowlers. Normal precautions against unauthorized visitors (locking car and room doors) should be observed.



9. Self-Help. Residents are encouraged to take responsible action to improve the living conditions in their assigned space. The occupant is responsible to see that walls, paint, and window frames are not damaged by improper use of picture hangers or adhesives. Use of bulldog-type picture hangers is recommended. Personal room decorations are to be limited to room interiors, except for appropriate door decorations during recognized holiday seasons. Painting of rooms in bright, glossy colors, or extreme color combinations is prohibited, since the occupant will be required to restore any such room to the standard colors approved by Base Maintenance. For further information, and to save unnecessary expenses, contact the billeting office before starting any extensive self-help projects.

10. Summation. Occupants should contact the appropriate office for any additional information concerning their residency in government quarters. Management personnel are assigned to be of assistance with all reasonable requests.



## CHAPTER 8

## REPORTS

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## FIGURE

8-1	SAMPLE FORMAT OF AN OCCUPANCY REPORT FOR BACHELOR ENLISTED QUARTERS .....	8-5
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## CHAPTER 8

## REPORTS

8000. GENERAL

1. A requirement exists for this Command to monitor the billeting status throughout the Camp Lejeune area in order to coordinate normal billeting requirements and for the billeting of visiting units/groups on a temporary basis. This requirement necessitates the compilation by this Headquarters of current information on existing and projected billeting loads in all Bachelor Enlisted Quarters (BEQs).
2. To provide the required information on the billeting situation throughout the Camp Lejeune area, a quarterly report is established by this Manual. The report is based on a physical count of the spaces actually occupied.
3. Since the BEQs are broken down by area and not by command/unit, Figure 8-1 is provided for use in the preparation of the Occupancy Report for Bachelor Enlisted Quarters.

8001. INSTRUCTIONS FOR COMPLETION

1. Columns 1 through 5 of Figure 8-1 will contain data on all buildings currently assigned. Figures entered under column 5 will represent the maximum load capacity for short-term crowding requirements, and once established will not be exceeded without prior authority from this Headquarters. Every effort must be made to load all buildings at the minimum standards of adequacy (MSA) criteria as defined in Chapter 2 of this Manual.
2. Column 6 will reflect the actual occupancy by grade as of the reporting date.
3. Column 7 will list the unit that occupies or has possession of the building. If more than one company/unit occupies or possesses the building, both should be shown.
4. Column 8 will be utilized to clarify any information contained in columns 6 and 7, including the number and rank of TAD occupants in excess of 60 days. Acquisition dates of buildings added since the previous quarterly report should be entered in this column.

8002. REQUIREMENTS

1. The following commands will be required to submit a quarterly Occupancy Report for Bachelor Enlisted Quarters:
  - a. 2d Marine Division, FMF Atlantic
  - b. 2d Force Service Support Group, FMF Atlantic
  - c. 2d Surveillance, Reconnaissance, and Intelligence Group
  - d. Marine Corps Base (each subordinate organization)
2. Information contained in the report will be as of the last day of each quarter of the fiscal year, and will be submitted, in duplicate, to the Commanding General, Marine Corps Base (Assistant Chief of Staff, Facilities) by the 10th working day of January, April, July, and October.



3. Deviation from the data provided in columns 1 through 5 of Figure 8-1 is not authorized without prior approval of this Headquarters.
4. When two or more reporting commands have personnel billeted in the same BEQ, personnel will be reported separately. Commands will count personnel assigned to TAD with the commands and such other units/groups for whom the responsibility for providing billeting has been delegated.
5. In order to make the occupancy report more meaningful, especially in future planning for billeting purposes, all BEQs, adequate or inadequate, must be reported, even though not occupied. A total of all facilities available and occupancy is also necessary.
6. Figure 8-1 may be reproduced locally for reporting purposes.



# OCCUPANCY REPORT FOR BACHELOR ENLISTED QUARTERS

[illegible]